



NEW JERSEY DEPARTMENT
OF CHILDREN AND FAMILIES

New Jersey Department of Children and Families Policy Manual

Manual:	NJAC	NJ Administrative Code Excerpts	Effective Date:
Title	10	Human Services	
Chapter	122C	Manual Of Requirements For Resource Family Parents	2/13/2012
Subchapter:	3	Administration	
Section	4	Reporting requirements (N.J.A.C. 10:122C-3.4)	

§10:122C-3.4 Reporting requirements

(a) The resource family parent shall immediately verbally notify the State Central Registry whenever there is reasonable cause to believe that a child has been or is being abused or neglected, as required by N.J.S.A. 9:6-8.9, 8.10, 8.13 and 8.14. Copies of the law and information about it are available upon request from the Department's Office of Communications and Public Affairs, PO Box 729, Trenton, NJ 08625-0729.

(b) The resource family parent, or designee if the resource family parent is incapacitated, shall immediately verbally notify the Office of Licensing of the following changes or events after the resource family parent or designee learns of their occurrence, and shall immediately notify the State Central Registry if such changes or events occur after office hours:

1. Injury, accident or illness that results in the admittance of a resource family parent or household member to a hospital;
2. The death of a resource family parent or household member;
3. Any current arrests, criminal convictions or guilty pleas of a resource family parent or household member;
4. Any household member added to the resource family; and
5. Any traumatic event that disrupts the stability of the home.

(c) The resource family parent shall immediately notify the Department office or contract agency having supervision of the child, or the State Central Registry if after office hours, of the following:

1. Injury, accident or illness of a child in placement;
2. The death of a child in placement;
3. A child in placement who has run away or is missing from the home;
4. Temporary or permanent closing of a home; and

5. Any unusual incidents that occurred that might indicate possible abuse or neglect involving a child in placement. Such incidents include but are not limited to: acts of aggression, violent or destructive behavior, suicidal threats or behavior, homicidal threats, inappropriate sexual behavior, running away, withdrawal or passivity, drug or alcohol abuse, or significant changes in the child's behavior or habits.

(d) The resource family parent shall notify the Office of Licensing by telephone of the following changes or events by the next working day:

1. Significant damage to the premises of the home caused by fire, accident or the weather; and
2. Proposed use of space, such as a bedroom, not previously approved